



Houston Community College
Payroll Department

PeopleSoft Time and Labor Supervisor/Manager Access Request Form
Alternate Approver Only
(Pilot Participants)

Please complete the requested information below to either request new, update existing, or remove an Alternate Time and Labor Supervisor/Manager's access. As a TL Alternate Approver, the designated person will receive the monthly distribution of Payroll Calendars via e-mail and the workflow emails. The TL Alternate Approver will have access to record/report time, correct time, and approve time in the PeopleSoft Time and Labor System for the specified GroupID(s).

Request TL Alternate Approver Access for:

Alternate Name: _____ HCC Email: _____
Position/Title: _____ Last 4 digits of SSN: _____ Emplid: _____
Department: _____ Office Phone: _____
Fax: _____ p ID: _____ Mail Code: _____

TL Alternate Approver Access Type:

New Create New User Access Effective Date: _____
Update Add Group ID to Existing User Access Effective Date: _____
Remove Remove User Access Effective Date: _____

Group ID in which he/she needs access to: _____

Other Group ID(s) in which he/she needs access to: _____

Alternate Approver Signature: _____ Date: _____

Current Supervisor/Requester Name: _____

Title: _____

HCC Email: _____

Phone: _____

Fax: _____

Supervisor Signature: _____ Date: _____

(Stamped Signatures are not accepted)